

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2019 FEB 28 AM 11:52

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Jobs for the Future (JFF), Lumina Foundation and The Joyce Foundation

Travel date(s): February 21, 2019 - February 22, 2019

Name of accompanying family member (if any): NONE

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate	\$425.00	\$121.00	\$122.00	NONE
<input type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	NONE	NONE	NONE	NONE
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): During the visit to Memphis, meetings and events were focused around the city's efforts to revitalize its economy.

Specifically, how to get people living in Memphis on a pathway to economic success. See attached agenda and pre-travel forms for more detail.

2/28/19 Ryan Martin [Signature]
(Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

2/28/19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Jobs for the Future (JFF), Lumina Foundation and The Joyce Foundation.
2. Description of the trip: The Congressional Staff Network Site Visit to Memphis, TN to examine high quality and innovative education, workforce and poverty alleviation programs. See attachments for detail.
3. Dates of travel: February 21, 2019 - February 22, 2019
4. Place of travel: Memphis, TN
5. Name and title of Senate invitees: See attachments for more detail.
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
~~OR~~
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
~~AND~~
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
~~AND~~
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

OR

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JFF, Lumina Foundation and The Joyce Foundation select sites and topics around which to base site visits based on the quality of programming and their relationship to education, workforce development and poverty alleviation policy. See attachments for more detail.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attachments for each sponsor's mission and how the purpose of the trip relates to that mission.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JFF has previously planned similar trips for over 10 years. This year Lumina Foundation and The Joyce Foundation are playing a substantive role in the planning and development of the site visit.

See attachments for more detail.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Each sponsor performs additional educational activities outside of sponsoring congressional trips. See attachments for more detail.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$425.00 (see attachments for more detail)	\$121.00 (see attachments for more detail)	\$122.00 (see attachments for more details)	NONE
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves events that are arranged or organized specifically with regard to Congressional participation.

18. Reason for selecting the location of the event or trip

JFF, Lumina Foundation and The Joyce Foundation selected Memphis, TN due to the city's innovative strategies in addressing education, workforce development and poverty policy. See attachments for detail.

19. Name and location of hotel or other lodging facility:

The Peabody Hotel: 149 Union Ave. Memphis, TN 38103

20. Reason(s) for selecting hotel or other lodging facility:

The hotel is geographically convenient and offers government per diem rates.

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

SIGNATURE PAGE FOR ADDITIONAL SPONSOR:

(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any

~~ac.companying addenda, all submitted in connection with the 2/21/2019 - 2/22/2019 trip.~~

4. Memphis, TN is true, complete, and correct. Date of Travel (Month/Day, Year)

Signature of Travel Sponsor: Ellen C. [Signature] 1-16-2019

Name and Title: Ellen Alberding, President

Name of Organization: The Joyce Foundation

Address: 321 North Clark St. Suite #1500 Chicago, IL 60654

Telephone Number, 312-782-2464

Fax Number:

E-mail Address: swilkins@joycefdn.org

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

SIGNATURE PAGE FOR ADDITIONAL SPONSOR

(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any:

to **Memphis, TN**

is true, complete, and correct.

Signature of Travel Sponsor:

Name and Title: Danielle Howard, Ph.D., Senior Vice President

Name of Organization: Lumina Foundation

Address: 30 S Meridian St. Suite #700 Indianapolis, IN 46204

Telephone Number: **800-834-5756**

Fax Number:

E-mail Address: dhoward@luminafoundation.org

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Attachments

Congressional Staff Network for Economic Advancement February 21, 2019 – February 22, 2019 Memphis, TN

Question #2 Description of the Trip:

The Congressional Staff Network for Economic Advancement brings together a bicameral, bipartisan group of senior Congressional staff to focus on policy issues at the core of economic mobility: K-12 education, postsecondary education, workforce development, and poverty alleviation. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the city, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs.

Question #5 Senate Staff:

Adzua Agyapon, Legislative Fellow, Office of Senator Bennet

Jake Baker, Professional Staff, Senate HELP Committee

Kendrick Davis, Policy Advisor, Office of Senator Harris

Sam Hattrup, Legislative Correspondent, Office of Senator Portman

Rebecca Howard, Legislative Assistant, Office of Senator Jones

Lot Kwarteng, Legislative Assistant, Office of Senator Stabenow

Lindsay Linhares, Senior Policy Advisor, Office of Senator Hyde-Smith

Ryan Martin, Senior Human Services Advisor, Senate Finance Committee

Katherine McClelland, Workforce and Education Policy Advisor, Senate HELP Committee

Karishma Merchant, Senior Education Policy Advisor, Office of Senator Tim Kaine

Marisa Morin, Policy Fellow, Office of Senator Wyden

Cortney Segmen, Legislative Correspondent, Office of Senator Kaine

Brittany Weaver, Legislative Assistant, Office of Senator Hassan

Question #12 Role of Sponsor:

Jobs for the Future (JFF), Lumina Foundation and The Joyce Foundation work together to select sites and topics of interest around which to base site visits and forums, considering congressional staff interest, the quality of programming, and whether or not these

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programs have a relationship to workforce development, education policy and poverty alleviation. The sponsors develop and execute the agenda and arrange logistics for the trip. JFF serves as the point of contact for staff.

Question #13 Mission of Sponsors:

JFF's mission is the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustaining careers. Lumina Foundation's mission is the commitment to making opportunities for learning beyond high school available to all: envisioning a system that is easy to navigate, delivers fair results, and meets the nation's need for talent through a broad range of credentials. The Joyce Foundation's mission is investing in public policies and strategies to advance racial equity and economic mobility for the next generation. All three sponsors' work is informed by research, analysis, and best practice. JFF's, Lumina Foundation's and The Joyce Foundation's missions align with the purpose of the trip, learning and highlighting programs that expand opportunities for all through education, workforce development and poverty alleviation policy.

Question #14 History of Sponsor: The Congressional Staff Network has sponsored site visits and DC based forums for over 10 years. Examples of this work include the following: site visits where senior congressional staff have examined high quality workforce programs and learned from experts and practitioners on the ground, about the impact of federal policy in their fields of responsibility: Charlotte, NC; Bridgeport, CT; Cincinnati, OH; Madison, WI; Philadelphia, PA; Detroit, MI, Wichita, KS, Nashville, TN, Seattle, WA, Eastern KY, Fredericksburg, VA; and a second visit to Detroit, MI. The purpose of these trips (and the Network) is to provide in-depth learning opportunities for staff on workforce, education, and poverty alleviation issues. Last year, Lumina Foundation and The Joyce Foundation were co-sponsors, playing a substantive role in the planning and development of the Congressional Staff Network site visit. Lumina Foundation and The Joyce Foundation co-sponsored a similar trip in August, 2018 to Detroit, MI. Prior to that visit JFF was the sole sponsor.

Question #15 Other Educational Activities of Sponsor:

JFF works with partners around the country to design and drive the adoption of education and career pathways leading to college, career readiness and career advancement for those struggling to succeed in today's economy. JFF improves pathways from high school to college to family-sustaining careers through relevant technical assistance, research, publication of reports, and hosting events (including national conferences) and engaging in policy analysis. Lumina Foundation is working with partners to bring greater transparency to all credentials and better serve underrepresented communities through: robust communication - providing daily newsletters to the public which highlight Lumina's recent publications as well as other publications that are relevant to their mission; and funding projects that research and implement (through technical assistance) best practices around education, training and overall skill development throughout the nation. Lumina Foundation's work supports smoother student transitions and creative, flexible pathways for all learners. The Joyce Foundation supports policy research, development and advocacy

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Thursday, February 21, 2019 - Friday, February 22, 2019
Site Visit to Memphis, Tennessee

8:50 – 10:31 AM Staff Flights to Memphis TN

10:45 – 11:15 AM Transit from Airport to Lunch session
Central BBQ Downtown Location
147 E Butler Ave Memphis TN
38103

11:15 AM Lunch session
Central BBQ Downtown Location

11:30 – 1:00 PM An Introduction to Memphis

Luncheon speakers will provide an overview of the Memphis region: the economy; its demographic characteristics; its challenges in addressing poverty and equity issues; its education and workforce development efforts; and opportunities that lie ahead. As part of this session, speakers will discuss strategies and changes underway that are designed to ensure that education and workforce development programs meet the skill needs of the region's high demand industry sectors and are accessible to all individuals in the region. This discussion will also focus on the role that federal resources (e.g., TAACCCT, America's Promise grants) have played in helping local stakeholders to rethink workforce development and postsecondary education efforts for the region. Speakers will also provide an overview of the site visit.

Speakers:

Reid Dulberger, President, EDGE and the Greater Memphis Alliance for a Competitive Workforce (GMAC)

Dr. Elena Delavega, Professor, University of Memphis

Shante Avant, Chair, Shelby County School Board and Deputy & Director, Women's Foundation for a Greater Memphis

Alan Gumbel, Interim Executive Director, GMAC

1:00 – 1:30 PM Travel to Smith & Nephew
1450 E Brooks Rd, Memphis TN 38116

1:30 – 3:00 PM	Smith & Nephew – Employer Panel on Regional Investment, Sector Initiatives and Tour of Medical Device Manufacturer
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During this session staff will tour the Smith and Nephew medical device company – an advanced manufacturing company that represents the region's leading manufacturing industry, medical device manufacturing. After a 30 minute tour where staff will have opportunities to talk with workers and see the facility, they will hear from an employer panel with representatives from Smith & Nephew, The Bartlett Chamber and the Medical Device Council to hear about how regional employers are investing in the region's workforce and engaging in sector initiatives to build skilled worker pipelines in the region's key industry sectors. Smith & Nephew will discuss their involvement in the local medical device council (a regional sector partnership) and about how the America's promise grant program (a federal DOL grant) has positively impacted these efforts.

Speakers:

Gene Baker, Vice President of Operations, Smith & Nephew
John Threadgill, President, Bartlett Chamber of Commerce
Roy Smith, President, Memphis Medical Device Council
Willis Yates, President, Y & M Technologies

3:00 – 3:30 PM Travel to Civil Rights Museum
450 Mulberry St. Memphis, TN 38103

3:30 – 5:00 PM The Role that the Civil Rights Movement has Played in Memphis

The city of Memphis has played a pivotal role in the U.S. civil rights movement. This session taking place at the museum will discuss how the civil rights movement impacted Memphis, from its history and economy into today. From the thriving neighborhood of Old Beale Street, to the U.S. Civil Rights Museum, the location of the assassination of Dr. Martin Luther King Jr. in 1968, Memphis has played a big role in American history. While great strides have been made in the city, efforts continue to focus on equitable access to good jobs and economic prosperity through the region's education, workforce, poverty alleviation, and economic development efforts.

Speakers:

Ryan Jones, Museum Educator, National Civil Rights Museum
Dory Lerner, Museum Educator, National Civil Rights Museum

5:00 – 5:30 PM Travel back to hotel & Check - in
The Peabody Hotel
149 Union Ave. Memphis, TN 38103

7:00 – 8:30 PM Dinner Session on State Initiatives
The Peabody Hotel

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149 Union Ave. Memphis, TN 38103.

Staff will hear from regional representatives from Pathways TN, TN Promise, and TN Reconnect on how state initiatives are being implemented in Memphis. This conversation will include information on funding streams and outcomes these programs have seen on a regional and state level from their work.

-Speakers:

**Dr. Robin Cole, Dean of Department of Business & Technology,
Southwest Tennessee Community College**

Roland Rayner, President, Tennessee College of Applied Technology (TCAT)

Jerre Maynor, Director of Student Readiness and Pathways, The Broad Center

Rep. Mark White, Chair of House Education Committee, TN House District 83

**Rep. Karen Camper, Leader of House Democratic Caucus, TN
House District 87**

8:30 PM Programming ends

FRIDAY FEBRUARY 22ND

8:00 – 8:30 AM Check Out of Hotel

8:30 – 9:30 AM Breakfast Session: A conversation with city and county Mayors
The Peabody Hotel
149 Union Ave. Memphis, TN 38103

Speakers:

- **Mayor Lee Harris, Shelby County**
- **Mayor Jim Strickland, Memphis**

The breakfast meeting will focus on how city and county governments work together to solve challenges facing the region, and the roles that education and workforce development play in building the regional economy as well as providing economic opportunities (ensuring equity) for all residents of Memphis and Shelby County. Mayor Harris will provide an update on the status of the Shelby County workforce development system as it transitions to a regional workforce system.

9:30 – 10:15 AM Hope 6 Neighborhood Tour
Clayborn Temple
294 Hernando St. Memphis, TN 38126



This session will focus on neighborhood redevelopment, inclusion and equity. Staff will be driven through a local Hope 6 Neighborhood and hear about work the Memphis Housing authority is doing as a result of their Federal Job Plus Grant and their Choice Neighborhood grant.

Marcia Lewis, Director, Memphis Housing Authority
Paul Young, Director of Housing and Community Development,
City of Memphis

During this session staff will hear from local non-profits, philanthropic organizations, and the local workforce board (WIN) who are working on varied poverty alleviation efforts including workforce development, adult education, opportunity youth, and reentry programs. Staff will hear about efforts to prepare targeted populations for success in the local labor market and strategies to provide access to high demand opportunities.

Desi Franklin, Chair of Board of Directors, Workforce Investment Network (WIN)
Julie Sanon, COO, Agape
Rob Brown, Fellow, The Collective
Ron Wade, Executive Director, Hopeworks
Deandre Brown, Executive Director, Lifeline to Success
Alexandria Smith, Former Opportunity Youth, City of Memphis

12:00 – 1:30 PM Lunch Session: T-STEM meeting
University of Memphis' FedEx Institute of Technology
365 Innovation Dr. Memphis, TN 38152

- Working lunch where staff will hear from representatives from postsecondary education on how they are preparing students for
- Memphis' transportation and logistics industry, discussing the satellite campus, a Transportation, Science, Technology, Engineering and Math (TSTEM) Highschool (that focuses on transportation) and efforts to better recruit students into STEM fields. Speakers will discuss how systems are working together to increase student interest, outcomes and persistence in these fields.

Speakers:



Dr. Stephanie Ivey, Fellow and Professor, University of Memphis
Danielle Schnonbaum, Director of Research, Greater Memphis Alliance for a Competitive Workforce (GMAC)

Travel to Southwest Tennessee Community College Health Campus
Union Avenue Campus
737 Union Ave. Memphis, TN 38103

Preparing Students and Workers for the Healthcare and Biotech Industry

Staff will see the Southwest Tennessee Community College Biotech and Health campus, learning from leaders in these emerging high demand sectors about how they are preparing students with skills in biotech, healthcare and related entrepreneurship.

Dr. J. Racquel Collins, Graduate School of Biomedical Sciences, St. Jude

Beverly Robertson, Interim President/CEO, Greater Memphis Chamber of Commerce

Wrap Up
Same location as last panel

Informal discussion with sponsors and staff about key take-aways from the trip – reflecting on what was learned and ways Federal policy makers can assist states and localities to improve system alignment, programming and outcomes.

Travel to airport

Return flight to DC
Memphis → DCA 6:19 – 9:20 PM. American 5539



FOR ECONOMIC ADVANCEMENT

Good morning Ryan,

We are writing to invite your participation in an upcoming site visit for Jobs for the Future's (JFF), Lumina Foundation's and the Joyce Foundation's Congressional Staff Network on Economic Advancement. This visit will take place in **Memphis, Tennessee** from **Thursday, February 21st – Friday, February 22nd, 2019**. Participants will fly from DC to Memphis on the morning of February 21st, participate in meetings and site visits throughout the two days, and then fly back to DC in the late afternoon of February 22nd.

In Memphis, staff will learn about how the region is reinventing its workforce and postsecondary education systems to address the needs of its high demand industry sectors. We will hear about how Memphis is creating pathway opportunities, starting in high school, in these high demand fields of study. We will also learn about how the region is addressing reintegration and poverty alleviation through pathways approaches in SNAP, WIOA Youth and other programs – to ensure equal opportunities for disadvantaged populations.

Memphis provides a very interesting example for staff to see about how federal funding has been used to rethink and reform a region's education and workforce development efforts -- to ensure they are responsive to the skill needs of leading employers. Staff will hear from the Greater Memphis Alliance for a Competitive Workforce (GMAC), a workforce intermediary, about its work to deepen stakeholder connections and build strong college and career pathways with help from federal TAACCCT and America Promise grants. We will hear from leading employers, in transportation/logistics, medical device manufacturing, and healthcare about how they have engaged the community to ensure that education and training efforts in the region are meeting their changing needs. We will talk with education and workforce system providers about the changes they are making to ensure the relevance of training efforts. And we will hear from state initiatives including TN Promise, Pathways Tennessee and Tennessee Reconnect to learn how they are working in Memphis and Shelby County.

In the next week, we will send more information regarding the trip, including a final agenda and the necessary Ethics documentation. We hope you can join us!

Mary Clagett

Mary Clagett, Senior Director of Workforce Policy, JFF
January 14, 2019



MEMPHIS PARTICIPANT LIST

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SECRET

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Ryan Martin

Name of Traveler: _____

Senate Finance Committee

Employing Office/Committee: _____

Jobs for the Future (JFF), Lumina Foundation, The Joyce Foundation

Private Sponsor(s) (list all): _____

February 21, 2019 - February 22, 2019

Travel date(s): _____

Note: If you plan to extend the trip for any reason you must notify the Committee.

Memphis, TN

Destination(s): _____

Explain how this trip is specifically connected to the traveler's official or representational duties:

As the Senior Human Services Advisor for Senate Finance Committee Chairman Charles E. Grassley, I am responsible for assisting members with their legislative and other efforts to address poverty, especially by finding ways to help those in poverty prepare for work, find jobs, and move up the economic ladder. The site visit will highlight efforts in Tennessee to develop their workforce and provide individuals with the skills they need to succeed in employment.

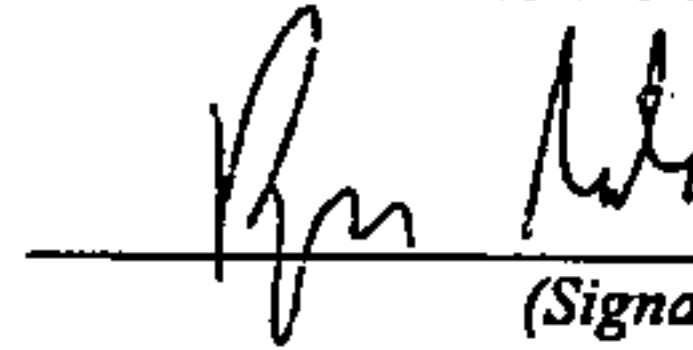
Name of accompanying family member (if any): _____ N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

1/17/19

(Date)



(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Charles E. Grassley

Ryan Martin

I, _____ hereby authorize _____
 (Print Senator's/Officer's Name) (Print Traveler's Name)

I am an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1/18/2019

(Date)



(Signature of Supervising Senator/Officer)